



**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING MINUTES**

October 17, 2023 – In-person

Board members present: Linda Behnke, Sara Hough, Scott Klien, Kimber Shaffer

Board members absent: Bobbi Nigg

Staff and guests present: Director Helena Hayes, Kristen Tidd

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:31 p.m. by President Klien

II. APPROVAL OF AGENDA

Motion: Ms. Behnke made motion to approve the October 17, 2023 agenda as presented

Support: Supported by Ms. Shaffer

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

None

IV. REVIEW / APPROVAL OF MINUTES – SEPTEMBER 19, 2023

Motion: Ms. Shaffer made motion to approve the Minutes from the September 19, 2023 meeting as presented

Support: Supported by Ms. Hough

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. September 2023

Discussion:

- Consumers Credit Union on the bank balances is correct, the balance sheet FY 2024 was not updated in QuickBooks.

September 2023 Financial Report was reviewed and placed on file for the auditors.

VI. LIBRARY DIRECTOR'S REPORT

a. September 2023

VII. CONTINUING BUSINESS

a. C2AE Preliminary Design

Discussion:

- Progress report provided.

- Director Hayes met with Dennis and Katie on Monday. They provided preliminary design ideas, 3 of them. Director Hayes presented the proposed layouts to the Board. PDF versions will be available soon and shared with the Board. The Board agreed design #3 is the best option for a starting point. Staff to weigh in next.
- Ms. Shaffer proposed adding a tree and stage to the Children's area, making it a nature theme.
- Director Hayes proposed having a moveable wall between the smaller meeting rooms to allow for the option to convert to one large meeting room.
- President Klien suggested whiteboards in the meeting rooms, mentioned a building he's visited recently that all the walls of a conference room were whiteboard material.
- Director Hayes acknowledged fundraising will be necessary, consider approaching businesses to sponsor various initiatives and look at naming policies for larger donors wanting their name added to something.
- After the staff weighs in, Director Hayes to work with C2AE to determine stages of construction and the associated costs.
- Electrical will be a concern, likely will have to upgrade the wiring and panel.

VIII. NEW BUSINESS

a. Roof replacement estimates

i. Lyster

ii. Rasmussen

Motion: Ms. Behnke made motion to accept Rasmussen Exteriors quote to replace the Library's roof for \$27,404 less the discount 3% they are offering but not to exceed \$30,000 for any additional expense that may occur.

Support: Supported by Ms. Shaffer

Discussion:

- Discussed using Memorial Fund dollars but determined Memorial Funds will be better spent on the remodel of the interior.

Roll Call: Unanimous, motion carried.

IX. MEMBER ROUNDTABLE

- Ms. Behnke learned shorthand at high school and KVCC.
- President Klien had a great birthday. It was low key but nice.

X. NEXT MEETING **November 21, 2023 @ 5:30 p.m.**

XI. ADJOURNMENT Meeting adjourned at 6:54 p.m. by President Klien